

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 30 June 2021 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors S Holes (Chair) M Garrett (Vice -Chair), K House, M Penn, and K Whitlock

Officers of the Council Present: Roland Potter (Parish Clerk), Jayne Lennon (Administrator)

Members of the Public: 0

FC/21/017 Apologies for Absence

Apologies were received and accepted for Cllrs J Rich, G Gill, and T Craig.

FC/21/018 Declarations of Interest

There were no declarations of interest.

FC/21/019 Minutes of the Full Council held on Wednesday 26 May 2021.

The minutes of the Full Council held on Wednesday 26 May 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/21/020 Questions from the Public

There were no questions from members of the public.

FC/21/021 Chair's Communications

The Chair informed Council that the School Crossing patrols on School Road and Portsmouth Road in Bursledon are under threat as part of Hampshire County Councils budget consultation. Councillors were urged to submit completed online consultation documents to support the need to keep our school crossing patrols.

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Signed.....
Dated.....

It was agreed that the Parish Council would also write to Hampshire County Council giving their support to the need to keep our school crossing patrols.

FC/21/022 Appointment to Outside Bodies

Council considered a report to appoint an alternative representative to the Bursledon Windmill Joint Management Committee.

RESOLVED:

Cllr Penn will continue in her role as Council representative on the Windmill Joint Management Committee until such time as another representative can be appointed. The appointment of a new representative to the Windmill Joint Management Committee to be deferred to a later meeting.

FC/21/023 Third Party Reporting

Council received and considered a report requesting that the Parish Council provide a third-party reporting service for hate crime.

The members discussed the report including staff and volunteer safety and the impact on resources to deliver the project

RESOLVED:

To defer the decision for twelve months and until further information can be gathered from other local authorities already undertaking this role.

FC/21/024 Land Management and Biodiversity Strategy

The Council received and considered a report on the Councils proposed Land Management and Biodiversity Strategy. The report set out:

- The locations of the Councils land
- The councils' areas of responsibility for the management of its land and how this is currently managed.
- How adopting an ecological and biodiversity strategy to help tackle climate change.

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- Or to consider alternative standards for land management.

The Council considered and supported the adoption of an ecological and biodiversity strategy on a trial basis to be reviewed later in the season. Council agreed that this was a learning experience and that lessons have already been learnt regarding the future management of the strategy.

RESOLVED:

To adopt the proposed Councils Bio-Diversity strategy trial.

To note the work identified in the Land Management Audit.

To approve the tree works set out in the land management audit.

To approve standards for management of grass cutting in support of a bio-diversity plan.

To note the standards of maintenance of recreational areas for the public and support.

To note the programme of tree works including inspections and tree maintenance.

To note objections to the removal of the laurel hedge on Long Lane Recreation Ground and that this work would go ahead in the Autumn of 2021

To note the major works to be completed in Lionheart Way Ecology Park.

To approve an alternative grass cutting standard to the one proposed in the biodiversity strategy, to include the location of cuts, the frequency, and the standard of cuts.

To note the reduction in the Hampshire County Council service for the maintenance of footpaths.

To approve the development of a local conservation group for the council's ecology areas

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To defer any decision regarding the ground's management of the Mausoleum until a later date to allow for further consideration.

FC/21/025 Hire Agreement for sports lettings and ground lettings 2021/22

The Council received and considered a report reviewing the hire agreement for sports and ground lettings for 2021/22.

The report considered:

- Amendments to the agreement for sports lettings.
- The introduction of a deposit in advance arrangements for season hires
- Delaying the start of the football season on the Long Lane Recreation Ground by one week for a Church Community event
- Confirming the dates of the season for 2020/21.
- How many teams should be allowed to play during the season 2021/22.

RESOLVED:

To approve the amendments to the new hire agreement as set out in the report.

To approve the introduction of a seasonal deposit system.

To approve the use of the recreation ground for a church community event on the weekend of 4 September 2021 at Long Lane Recreation Ground.

That the football season would start on 11 September 2021 for Long Lane Recreation Ground and on Saturday 4 September for the King George V Recreation Ground.

That the football season for both recreation grounds would end on the weekend of the 2nd of April 2022 and there would be no extensions to the season allowed.

That the capacity for the number of teams allowed to play for a season should be restricted five.

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FC/21/026 Outside Projects

The Council received and considered a report setting out:

- The schedule of projects for 2021/22 and the outline timetable.
- The allocation of staffing resources to manage the implementation of the schemes.
- The use of the PRINCE management system.

RESOLVED:

To note the schedule and timetable of capital projects.

To agree the use of PRINCE project management for the delivery of projects.

To agree that a member of ground staff should be allocated to assist in the delivery of the projects.

That the staffing implications are referred to the Personnel Committee to review staffing resources and the establishment.

FC/21/027 Boundary Review

The Council considered a response to the Electoral Boundary Review Consultation

After discussion and consideration Council resolved to submit an objection to the proposed new Electoral Boundary. Councils’ opinion was that the new boundary and new boundary name did not reflect the local Community Identity. A more appropriate name should the new boundary come into effect would be Hamble Valley.

RESOLVED:

To Object to the proposal.

The Clerk will submit a response on behalf of Bursledon Parish Council.

Councillors were urged to complete the consultation and submit their own comments.

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Dated.....

FC/21/028 Library Transition Project

The Council received an and noted an update and status report on the project managing the transition of the Lowford Community Library to the Parish Council.

The report identified that all the internal building works have been completed, however there was need for additional lighting in the Council offices.

During August additional works will be undertaken by the BDCA to give more access to the outside area at the rear of the library. This will provide the opportunity to open the rear of the library for users in fine weather.

Currently the new information technology hardware has not been delivered due to the shortage of specific equipment.

Although the public computers and the reception computers have now arrived at the suppliers, we are still having difficulty sourcing the touch screen monitors which is essential to ensure that the library can operate as a self-service library.

Volunteer have been trained on the new software and all the book stock has been barcoded.

It is anticipated that once all the challenges met so far are resolved a launch event should be possible in September 2021.

It was acknowledged that the transition has been slower than anticipated, which in part can be directly associated with the current Covid 19 Pandemic restrictions and past phases of Lock Down.

Going forward the plan would be to work in partnership with other Community Libraries and the Reading Agency to deliver a more comprehensive service.

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FC/21/029 Treasury Management Policy and Investment Strategy

The Council received a report recommending the adoption of a Treasury and management Strategy and setting out the Councils current financial position.

RESOLVED:

To agree to adopt the treasury and management strategy subject to items 7.2 and 4.8 being removed

To agree the proposed investment strategy set out in the report on how the council investments should be made for the current financial year.

That the responsibility for investments would be delegated powers the Chair, Clerk and Lead on Finance would oversee the day-to-day investment strategy.

FC/21/030 Finance Reports

Council received and approved the annual schedule of direct debit and standing order payments.

Council received and noted the schedule of payments for April, May, and June 2021.

Council retrospectively approved the works to Pilands Wood Skate Park for emergency health and safety work carried out by Gravity Skate Parks Ltd.

Council received and noted the budget report as of 31 May 2021.

FC/21/031 Working Group Notes

Council noted the action notes of the:

- Outside Working Group Monday 14 June 2021.
- Planning & Highways Working Group 16 June 2021

FC/21/032 Close of Meeting

The meeting closed at 20:45

Bursledon Parish Council Full Council Meeting
Wednesday 30 June 2021

Signed.....
Dated.....

Grant Applications

Report of the Roland Potter (Parish Clerk)

26 July 2021

Summary of Key Issues

- The Council has received three applications for Grants.
- Under the Councils current budget, the available funding for small grants is £2,500 and for The Bursledon Windmill the identified funding is £2,000.
- The Councils policy allow a maximum grant of £250.

Supporting Information

Bursledon, Swanwick & Warsash Regatta

Amount of Funding Requested: **£500**

Recommended Grant: **£250** (as per council policy)

Last Grant awarded £250 July 2019

Reason for Funding: As a contribution to fixed costs such as insurance, and the costs involved in putting on the racing events etc. The event is solely funded by donations so we rely heavily on contributions to make it possible.

Bursledon Windmill

Amount of Funding Requested: **£2,200**

Recommended Grant: **£2,000** (as per council budget)

Reason for Funding: This grant will be used towards the day-to-day management of the venue including staffing costs, facilities management, event programming and support costs including marketing and collections support

Last Grant awarded £2,200 July 2020

Long Oak Pre School

Amount of Funding Requested: **£450**

Recommended Grant: **£250** (as per council policy)

Reason for Funding: The community centre has asked us to continue to use the garden entrance (not the main community centre doors) as our main entrance and although we have been doing this since lockdown was lifted, we would like to insert a gate to the side of the fence by the car park. At present the children are leaving preschool by heading out the perimeter gate which is right on the main road (Chamberlayne Road) and we are very concerned about their safety as many road users do not drive safely along the road. If we were to add an access gate straight into pre-school from the car park it would be somewhat safer for the children as they arrive and leave pre-school

Last Grant awarded £475 October 2020

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

The financial applications are set out in the above report.

Recommendations

To approve the grant applications as recommended in the report.

11	<p>Have you applied to any other sources of grant aid/funding? NO</p> <p>If YES state who else, you have applied to and whether your application has been successful.</p>
12	<p>Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months: £ -</p>
13	<p>Financial Information: Please enclose your most recent income and expenditure account and bank statement in the name of the organisation. (The Parish Council regrets that it cannot consider an application if an income and expenditure account and bank statement are not enclosed.)</p> <p>What are the total assets currently held by your organisation? £19612.87</p>
14	<p>PLEASE NOTE THE COUNCIL USES BACS TO MAKE PAYMENTS – therefore please provide separately the organisations bank account details for this grant including sort code – NOTE: this should not be an individual’s personal account:</p>
	<p>Signature of Applicant:Jess Armstrong.....</p> <p>Designation/capacity:Committee member and sponsorship co-ordinator</p> <p>Date: ... 5th July 2021</p>
	<p>Additional Information Required:</p> <p>Please attach the following to your application</p> <ul style="list-style-type: none"> • A copy of the most recent statement of accounts and current balance. • A copy of the organisation’s constitution or other governing instrument. • Copies of any correspondence which may assist in the processing of this application.
	<p>The completed application form and supporting documents should be returned to the Clerk to the Council.</p>
	<p>Completed grant applications should be delivered to the Parish Council by the first week in January and July of each year for consideration in that month. Late submissions will not be considered by the Parish Council.</p>



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
 Bursledon Southampton SO31 8ES
 Telephone 023 8040 7535 Website: bursledon-pc.gov.uk
 Email: clerk@bursledon-pc.gov.uk

COMMUNITY SUPPORT GRANT APPLICATION FORM

1	Name of Organisation: Hampshire Cultural Trust
2	Address of Organisation: Chilcomb House, Chilcomb Lane, Winchester, Hampshire Post Code: SO23 8RD Tel No: 01962 678140 Email Address: enquires@hampshirculturaltrust.org.uk
3	Address for correspondence if different to above: Deborah.neubauer@hampshireculturaltrust.org.uk
4	Is the organisation a Registered charity: YES If Yes, please give the charity number: 1158583
5	Name and designation of the person making this application: Name: Deborah Neubauer Designation/Role Head of Community
6	Objectives and purpose of the Organisation: Hampshire Cultural Trust was established as an independent charity in 2014 to promote Hampshire as a county that offers outstanding cultural experiences to both its residents and visitors. From museums to galleries to arts centres, we manage and support 23 attractions across the county that were previously operated by Hampshire County Council and Winchester City Council. We run a huge variety of workshops, classes, events and projects for both young and old, in schools and in communities, with particular emphasis on reaching people who are vulnerable or disadvantaged and would not normally be able to access arts and culture. In addition, we care for 2.5 million objects that relate to Hampshire's rich and internationally important cultural heritage.
7	Catchment of the organisation. Please state what specifically what work you do within the Bursledon Parish Council Area (Priority will be given to local groups) Hampshire Cultural Trust works across the whole county and within our portfolio of venues we manage 9 community museums, one of which is Bursledon Windmill. The Windmill is Hampshire's only working wooden windmill, and HCT manages the site on behalf of Hampshire County Council and the Hampshire Buildings Preservation Trust. The site is open every weekend from March – November, offering tours of the Windmill, a programme of events and opportunities for schools, families and community groups to engage and learn about this unique venue. We also deliver a volunteer programme on site, where local people support in both front of house and volunteer miller roles.

8	Amount Requested: £2,200								
9	<p>What will the grant be used for?</p> <p>Bursledon Parish Council have previously provided an annual grant, along with Eastleigh Borough Council, towards the core costs of managing the windmill. This grant will be used towards the day to day management of the venue including staffing costs, facilities management, event programming and support costs including marketing and collections support.</p> <p>Pre COVID our visitor figures continued to grow year on year with 4,261 visiting in 2019/20, which saw an increase of 30% on the previous year. Unfortunately, due to COVID-19, we were only able to open from 25/07/20 until 28/10/20 (weekend opening) and we welcomed 723 visitors during that time. Due to ongoing restrictions, we reopened the Windmill to visitors on 29/05/21 and since then have welcomed 323 visitors to the site, we hope to remain open for the remainder of the season.</p> <p>For the 2021 season we have a range of events programmed including both traditional events that are run annually and a series of new events. Our annual events include Strawberry Fayre, Summer Holiday events, Spooky Mill, Christmas Fayre and Windmill Grotto. New events for 2021 consist of a series of Sound Bath meditation sessions, a series of 'Music At The Mill' events and a Windmill Walkers walk in Old Bursledon.</p> <p>In December 2020 the Windmill sails were removed for inspection. Further research and investigations have concluded that the stocks of the windmill need to be replaced with new, along with some remedial works on the sails. For the work to be carried out a listed building application is required and the Hampshire County Council heritage team will be progressing the project. It is anticipated that the site work will be carried out in March/ April 2022.</p> <p>In addition to the funding allocated by Hampshire County Council, Hampshire Cultural Trust are currently running a fundraising campaign to support the required repairs. To date over £3,500 has been raised online and via on site giving and trusts and foundations https://app.thegoodexchange.com/project/18710</p> <p>Due to COVID-19 we were unable to generate any income during the lockdown periods, which has meant our financial position will be considerably weaker in 21/22 than we had planned. With the site now open again, we hope to be able start delivering against our original targets but any external support will enable us to continue to grow the programme and offer.</p>								
10	<p>Please provide a breakdown of how the grant will be spent:</p> <p>This application is for a contribution to core running costs of the windmill, and the budget for 2021/22 is broken down as follows:</p> <table border="1" data-bbox="207 1848 1484 1984"> <thead> <tr> <th data-bbox="207 1848 438 1915">Expenditure</th> <th data-bbox="438 1848 742 1915">Team Members</th> <th data-bbox="742 1848 1292 1915">Description</th> <th data-bbox="1292 1848 1484 1915">Budget 21 - 22</th> </tr> </thead> <tbody> <tr> <td data-bbox="207 1915 438 1984">Staff Costs</td> <td data-bbox="438 1915 742 1984">Community Manager</td> <td data-bbox="742 1915 1292 1984">1 day a week, operational management</td> <td data-bbox="1292 1915 1484 1984">£10,427</td> </tr> </tbody> </table>	Expenditure	Team Members	Description	Budget 21 - 22	Staff Costs	Community Manager	1 day a week, operational management	£10,427
Expenditure	Team Members	Description	Budget 21 - 22						
Staff Costs	Community Manager	1 day a week, operational management	£10,427						

		Miller/Caretaker	3 days a week from March to November, 1 day a week from December - February	£12,955
		Visitor Services Assistant	2 days a week from March to November, 1 additional day a month throughout the year	£7,500
		Collections team	2 days a month, windmill conservation, maintenance	£5,600
		Head of Community	1.5 days a month, strategic and team management	£4,986
	Events		workshops, family activities, event days	£500
	Operating Costs		Cleaning, refuge, retail	£1,589
	Central Fundraising		3 days across the year - focused on fundraising campaign for windmill restoration	£607
	Central Costs		Central costs around staff, IT, marketing, facilities and finance	£19,253
	Total Expenditure			£63,417
11	<p>Have you applied to any other sources of grant aid/funding? NO</p> <p>We have not applied for any other funding towards the ongoing costs of the Windmill, but we do receive an annual grant from Eastleigh Borough Council, which is £18,136.</p> <p>As an organisation we do apply for grants towards programme activity on a county wide basis which can include working with people from the Eastleigh borough.</p> <p>If YES state who else, you have applied to and whether your application has been successful.</p>			
12	<p>Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months: £18,136</p>			
13	<p>Financial Information: Please enclose your most recent income and expenditure account and bank statement in the name of the organisation. (The Parish Council regrets that it cannot consider an application if an income and expenditure account and bank statement are not enclosed.)</p> <p>What are the total assets currently held by your organisation?</p>			

14	<p>PLEASE NOTE THE COUNCIL USES BACS TO MAKE PAYMENTS – therefore please provide separately the organisations bank account details for this grant including sort code – NOTE: this should not be an individual’s personal account:</p>
	<p>Signature of Applicant: Deborah Neubauer</p> <p>Designation/capacity: Head of Community</p> <p>Date: 13/07/21</p>
	<p>Additional Information Required:</p> <p>Please attach the following to your application</p> <ul style="list-style-type: none"> • A copy of the most recent statement of accounts and current balance. • A copy of the organisation’s constitution or other governing instrument. • Copies of any correspondence which may assist in the processing of this application.
	<p>The completed application form and supporting documents should be returned to the Clerk to the Council.</p>
	<p>Completed grant applications should be delivered to the Parish Council by the first week in January and July of each year for consideration in that month. Late submissions will <i>not</i> be considered by the Parish Council.</p>



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COMMUNITY SUPPORT GRANT APPLICATION FORM

1	Name of Organisation: Longoak Pre-school
2	Address of Organisation: Pilands Wood Centre, Chamberlayne Road, Bursledon Post Code: SO31 8 DT Tel No: 02380403769 Email Address Longoak.preschool@googlemail.com
3	Address for correspondence if different to above: Post Code:
4	Is the organisation a Registered charity: YES/NO If Yes, please give the charity number: 1004019
5	Name and designation of the person making this application: Name Kim Matthews: Designation/Role Manager
6	Objectives and purpose of the Organisation: We are a charity run pre-school with a good Ofsted judgement, operating out of the small hall in the community building on the Pilands Wood estate, Bursledon. This is an area of high deprivation, scoring high on the government indices of deprivation, with most of the families who access our pre-school, living on the estate. We are registered for full day care, offering the flexible entitlement of 15/30 hours to children aged 2-5. Our core opening hours are 9.30-14.30 with flexible start and finish times in between, enabling parents to access our services to suit their working/home needs. We have sole use of the hall and the small patio/grassy area outside during our opening time. As a charity we are managed by a board of trustees made up of parents whose children attend our pre-school bringing a community feel to our group. We follow the Early Years Foundation Stage Framework and use this along with ongoing discussions with parents and with the extensive knowledge and experience of our staff to plan and support each individual child's needs.
7	Catchment of the organisation. Please state what specifically what work you do within the Bursledon Parish Council Area (Priority will be given to local groups) We provide good quality Early Years Education for 2-5 year old children. Most of the children who attend our pre-school live on the Pilands Wood Estate
8	Amount Requested: £450.00

9	<p>What will the grant be used for? Since returning from lockdown, we have had to make many changes to the way we use the hall and these changes are now becoming more permanent.</p> <p>Outside:- The community centre has asked us to continue to use the garden entrance (not the main community centre doors) as our main entrance and although we have been doing this since lockdown was lifted, we would like to insert a gate to the side of the fence by the car park. At present the children are leaving preschool by heading out the perimeter gate which is right on the main road (Chamberlayne Road) and we are very concerned about their safety as many road users do not drive safely along the road. If we were to add an access gate straight into pre-school from the car park it would be somewhat safer for the children as they arrive and leave pre-school.</p> <p>Indoors:- We use makeshift screens to block children's access to the external doors as we have had to leave them open to create a flow of air around the room (none of the windows open) and we would like to use something more permanent – a metal garden gate that we can close to keep the children safe but still allowing air flow through into the hall.</p> <p>In the pre-school hall, we have kept the dividers, forming key groups of butterflies, ladybirds, bumblebees and grasshoppers, as we have found the children have been more settled and their speech & language and personal, social and emotional development has improved considerably. This is due to the ability for the adults to work with the children in smaller key groups. Children are able to access all groups during the day but at times will participate in more targeted activities to support their specific needs. Each group have temporary handwashing stations which we would also like to make more permanent. We are also needing to purchase extra equipment for each group so that each group has a bin at the handwashing station, sand timers, storage and display boards.</p>
10	<p>Please provide a breakdown of how the grant will be spent:</p> <p>Outside gate - £120 Inside gate and stair gates £230 Hand washing stations £120 Sand timers £80 Storage £150 Display boards £150 Bins £100</p> <p>We would be grateful for a contribution of £450 towards the costs and we will fund the rest ourselves</p>
11	<p>Have you applied to any other sources of grant aid/funding? YES/NO</p>

	<p>If YES state who else, you have applied to and whether your application has been successful. Bursledon Parish – Funding for canopies and barriers – application was successful Eastleigh Borough Council – Grant for ICT equipment for the children and training for staff on ICT. Application was successful. Grant for outdoor equipment and Sensory equipment, application successful</p>
12	<p>Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months: £2110.00</p>
13	<p>Financial Information: Please enclose your most recent income and expenditure account and bank statement in the name of the organisation. (The Parish Council regrets that it cannot consider an application if an income and expenditure account and bank statement are not enclosed.)</p> <p>What are the total assets currently held by your organisation?</p>
14	<p>PLEASE NOTE THE COUNCIL USES BACS TO MAKE PAYMENTS – therefore please provide separately the organisations bank account details for this grant including sort code – NOTE: this should not be an individual’s personal account:</p>
	<p>Signature of Applicant: ...Kim Matthews.....</p> <p>Designation/capacity:Manager.....</p> <p>Date:16 July 2021.....</p>
	<p>Additional Information Required:</p> <p>Please attach the following to your application</p> <ul style="list-style-type: none"> • A copy of the most recent statement of accounts and current balance. • A copy of the organisation’s constitution or other governing instrument. • Copies of any correspondence which may assist in the processing of this application.
	<p>The completed application form and supporting documents should be returned to the Clerk to the Council.</p>
	<p>Completed grant applications should be delivered to the Parish Council by the first week in January and July of each year for consideration in that month. Late submissions will not be considered by the Parish Council.</p>

Transfer of Assets from Eastleigh Borough Council

Report of the Roland Potter (Parish Clerk)

26 July 2021

Summary of Key Issues

- The Council are requested to consider in principle if they will accept the transfer assets in the form of play areas from new developments.
- To note the financial implications associated with the transfer of the assets
- To recommend that the Personnel Committee should undertake a review of the Councils staffing structure to support the transfer of assets.

Supporting Information

The Council has received an enquiry from Eastleigh Borough Council to ascertain if the Parish Council is willing to accept the transfer of play areas from new developments within the parish.

The proposed transfers are:

Possible Transfers	Asset type	Indicative Costs	Potential Dates	Supporting info
Kestrel Park Play Area	Play Area	Play area maintenance commuted sum. Est. £38,909 Agreed in 2018 and is index linked	2022/23	
Kingfisher Grange Play Area	Play area	Play area maintenance commuted sum Est. £30,000 Agreed in 2014 and is index linked	2022/23	
Heron open space	Open space, Off site play area	Play area maintenance commuted sum	2022/23	EBC will maintain the open space grass cutting area, we are using the proposed play area funding for this patch to make

Bursledon Parish Council

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		£12,600 Agreed in 2017 and is index linked		Kestrel play area bigger. The Kestrel area is described as an informal kick about area. It didn't make sense to have 2 small play areas less than 500m apart.
Oakley Vail (Foreman Home)	Play area			Not sure about this development. Further investigation is required by EBC. Therefore transfer, unlikely before Aug 2022.
Cleverley Rise Area	Play Area	Play area maintenance Commuted maintenance sum Est. £30,000 Agreed in 2014 and is index linked	April 2022	Legal transfer target date October 21, Target transfer to Parish, April 2022

The Parish Council currently operate seven sites these sites are:

- Litter picked and inspected daily, seven days per week.
- Mowed and strimmed twice per month.
- Detail inspection monthly.
- Independent ROSPA inspection annually.

Legal and Policy Implications

The Council are required to agree in principle to the transfer of the above assets and to delegate to the Councils Responsible Officer the formal transfer of the assets as they come online.

The Council are also requested to agree on condition that Eastleigh Borough Council or the developer provide an independent inspection of each site prior to transfer and that any issues are corrected prior to transfer. That the monies from this work are not deducted from the commuted sums.

However, this report does not consider other areas which may also be considered for delegation or transfer from other sites or from Eastleigh Borough Council at a later date.

There are no TUPE implications with this report.

The Council are requested to ask the Personnel Committee to undertake a review of the staffing infra structure to optimise the most effective structure to deliver the current and additional services.

Financial Implications

The Council are requested to note that there is a proposed commuted sums for the future maintenance of the areas totalling £111, 509.

The Council are requested to require these commuted sums to be transferred in full at the time of the transfer of the asset.

Annual Operational Costs per play area

The average annual operational cost of the routine maintenance and upkeep of a play area is currently £3,300 per annum per play area.

Therefore, the additional annual operational cost for the above proposed areas is **£16,500** per annum.

Impact of staffing cost per annum

In addition, this will reduce operational staff time for other duties by 871 hours per annum at a cost of approximately £13,950 per annum.

Additional Annual capital provision.

Currently the capital cost of the projects is not available, and the Council are requested to note that in addition to the operational cost, there should be an annual capital provision of between 7.5 and 10% of the cost set aside for future renewal.

Precept

The Council are advised that the transfer of these service will have an impact on the council's precept over the next two years.

Recommendations

- **To agree in principle to the transfer of assets on the new developments as set out in the above report.**
- **That the management of the transfer be delegated to the Council's Responsible Officer**
- **The Council require a condition that Eastleigh Borough Council or the developer provide an independent inspection of each site prior to transfer and that any issues are corrected prior to transfer. That the monies for this work are not deducted from the commuted sums.**
- **The Council request that the proposed commuted sums for the future maintenance of the areas totalling £111, 509 be transferred in total to the Parish Council on the transfer of each asset.**
- **To note the potential impact on the council staff delivering outside services.**
- **The Personnel Committee will undertake a review of the staffing infra structure to optimise the most effective structure to deliver the current and additional services.**

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- **To note the financial implications identified in the report for 2022-2024**

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Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 5

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2266	FPSARCO 210720	-£50.57	409/4	17/06/21	ARCO - Refund trohan ballist cargo trousers 2 x 40s	
2268	FPSARCO 210720	£70.75	409/4	21/06/21	ARCO - Dan Bentall Trojan MultiPkt Tradesman Trousers x2	
2298	FPSARCO 210720	£10.28	409/4	21/06/21	ARCO - T Shirt	£30.46
		£30.46		ARCO - Total		
2264	FPSBRight erBil210720	£73.18	365/3	15/06/21	Brighter Bills Ltd - Library WIFI	
2292	FPSBRight erBil210720	£79.78	365/3	15/06/21	Brighter Bills Ltd - Library WIFI	£152.96
		£152.96		Brighter Bills Ltd - Total		
2271	FPSCBA21 0720	£114.00	475/3/1	30/06/21	CBA Trees - The Spinney Tree application	£114.00
		£114.00		CBA Trees - Total		
2296	FPS ExpDJBent 210720	£13.83	409/1	11/07/21	D J Bentall - Food for training course	£13.83
2270	FPSEdgeIT 210720	£160.08	213/4/2	24/06/21	EDGE IT Systems Ltd - Additional microsopt lecence	£160.08
		£160.08		EDGE IT Systems Ltd - Total		
2282	FPSEverso n210720	£1,368.11	404	01/07/21	Eversons Fuels - 1066 ltrs Ultra Low Sulpher Diesel	£1,368.11
		£1,368.11		Eversons Fuels - Total		
2263	FPSfenland 210720	£36.36	440/4/2/1	15/06/21	Fenland Leisure Products Ltd - Shackles and replacement caps and fixings for play ground equipement	£36.36
		£36.36		Fenland Leisure Products Ltd - Total		
2297	FPSHambl eMot210720	£423.06	405/2/1	30/06/21	Hamble Motors - Service & MOT of Peugeot Van	£423.06
		£423.06		Hamble Motors - Total		
2273	FPSICCM2 10720	£324.00	409/1	05/07/21	Institute of Cemetery and Crematorium Management - Course fees Matt Docking and Dan Bentall. Memorial Inspection Course 12 July 2021	£324.00

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Date _____

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Approval no 5

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£324.00			Institute of Cemetery and Crematorium Management - Total	
2300	FPSExpmD ocking2107 20	£14.76		14/07/21	Matt Docking - Expenses for cemetery course	£14.76
2281	FPSRPotte rExp21061 8	£112.03		18/06/21	R Potter - expenses	£112.03
2299	FPSSLCC2 10720	£166.80		11/06/21	Society of Local Council Clerks -	£166.80
		£166.80			Society of Local Council Clerks - Total	
2265	FPSTradeU K210720	£12.00	420/6/2	15/06/21	Trade UK - Line Marking Spray Cricket Pitch	
2267	FPSTradeU K210720	£75.30	403/3	21/06/21	Trade UK - Consumables. Barrier table, cable ties, padlocks x 2 cloth tape and clear silicon	
2293	FPSTradeU K210720	£18.97	420/2/2	07/07/21	Trade UK - Bolts and parts to repair seats in play area	
2294	FPSTradeU K210720	£149.99	403/2	06/07/21	Trade UK - One 16.2kg Breaker	
2295	FPSTradeU K210720	£19.97	420/5/2	05/07/21	Trade UK - Pitch marking marking ans builders line	£276.23
		£276.23			Trade UK - Total	
		£8,898.34			Confidential	
Total		£12,091.02				

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Date _____